



**TOWN OF NEEDHAM  
INSTRUCTIONS FOR COMPLETING  
THE NEEDHAM HEIGHTS PARKING PERMIT APPLICATION**

The Town of Needham is now offering Parking Permits for employees working in the Needham Heights district as defined on the attached application. Since permits are valid from May 1<sup>st</sup> through April 30<sup>th</sup>, this first permit season will be an abbreviated season and the cost per permit has been prorated to \$35. Permits for the 2015/2016 season will cost \$165 each. If you are interested in being considered for participation in this new program, please complete and return the application to: Treasurer's Office, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492.

If you have any questions, please call the Treasurer's Office at: (781) 455-7500 (Option 1, Option 2).

**Eligible employers for this program are those located  
in the area designated below.**

Highland Avenue	From Hunnewell Street to Morton Street
Hunnewell Street	From Hillside Avenue to West Street
Hillside Avenue	From Hunnewell Street to West Street
West Street	From the intersection with Hillside Avenue to the intersection with Hunnewell Street
Mark Lee Road	From Highland Avenue to Hunnewell Street

**NEEDHAM HEIGHTS PARKING PERMIT DESIGNATED AREAS:**

- Southerly direction of Highland Ave between Mellen and Morton Streets
- Marked area within the Mark Lee parking lot

**PERMIT PARKING IS APPLICABLE BETWEEN THE HOURS OF:  
8:00 AM AND 2:00 PM Monday through Friday.**

**TREASURER'S OFFICE**

**TOWN OF NEEDHAM**

**APPLICATION FOR NEEDHAM HEIGHTS PARKING PERMITS**

*Parking permits are valid through April 30, 2015. Please complete and return to the Treasurer's Office, Needham Town Hall, 1471 Highland Ave., Needham, MA 02492 by February 27, 2015.*

**REGULATIONS AND PROCEDURES:**

1. Parking Permits may be purchased by any employer located in the Needham Heights area as defined on the reverse side of this application.
2. A qualified employer may request as many permits as needed for its employees, but the Town of Needham reserves the right to limit the number of permits issued. The amount of permits issued will be driven by demand.
3. Any business or organization found to be abusing the permit system may lose such privilege for the remainder of the year.
4. Each Needham Heights parking permit (which can be moved among vehicles) costs: \$35 and is valid through April 30, 2015. Permits valid from May 1, 2015 through April 30, 2016 (which will need to be requested under separate application during March/April 2015) will cost \$165.00.
5. Needham Heights Parking Permits are not valid for use in the Downtown parking lots and Downtown Parking Permits are not valid in the Needham Heights designated permit parking areas.

<b>Date</b>		<b>Contact Person</b>	
<b>Employer Name</b>		<b>Telephone Number</b>	
<b>Address</b>		<b>Email Address</b>	
<b>Total Number of Employees</b>		<b>Number of private parking spaces available</b>	
<b>Total Hours worked per week by all employees</b>		<b>Number of permits requested</b>	

In the spirit of co-operation and to make Needham a better place to work and shop, I believe that the information noted above is accurate and the number of permits requested is based on the needs of this business or organization.

\_\_\_\_\_  
**Manager/Authorized Signature**

**TOWN OF NEEDHAM OFFICIAL USE ONLY:**

Application Number: \_\_\_\_\_

Approved: Needham Heights Parking Permits \_\_\_\_\_

Issued: Needham Heights Parking Permits \_\_\_\_\_

Permit #'s: Needham Heights \_\_\_\_\_

Payment: Needham Heights \$ \_\_\_\_\_

Comments: